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RETURN TO
RECORDS MANAGEMENT DIVISION

Chief, Regulations Control Staff

15 February 1955

Chief, Records Management Division

Proposed Handbook Correspondence Style and
Procedures

1. Subject Handbook is forwarded for authentication by the DD/S. It has been fully coordinated throughout Headquarters and all conflicting views reconciled. A particularly close review was given the final draft by the secretaries to the DCI and the DDCI.

2. This Handbook was developed to meet the need for a guide to correspondence practices not described in the CIA Correspondence Manual, dated April 1952, and to provide a more usable training and desk reference than is now available. Specifically, the Handbook covers the following subjects for the first time:

- a. The use of an "In reply refer to" line to aid the routing of certain overt replies from outside correspondents.
- b. Identifying second and succeeding pages.
- c. Concurrences and approvals within a memorandum.
- d. Memorandum for the record.
- e. Preparation of Top Secret correspondence.
- f. Brief for the DCI or DDCI.
- g. Assembling and forwarding correspondence.

3. In addition to dealing with the above subjects for the first time, the Handbook offers the following advantages:

- a. Material is arranged for rapid reference. Exhibits are used to supplant or augment narrative wherever possible. Format exhibits show space measurements. The Handbook is tabbed and indexed.

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b. Many subjects covered by the manual of April 1952 are dealt with in more detail. Particular attention is given to those standards which personnel of the Office of Training state are most difficult for new employees to understand.

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Attachment

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

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